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PURCHASE SECTION REPORT
For Week of 1 - 7 January 1953

<u>1. Requisitions</u>	<u>No.</u>	<u>Dollar Value</u>
Received during week	98	
Carried Over	<u>217</u>	
Total	315	
 Pending bids, clearance	146	(Est) \$41,568.48
Without Action	<u>106</u>	(Est) 34,396.00
Total	252	(Est) \$75,964.48
 Completed during week	63	
 <u>2. Purchases</u>		
Purchase Orders Issued	112	\$67,679.87
 <u>3. Backlog of Typing</u>		
Purchase Orders	63	
Invitations to Bid	27	
Correspondence	<u>5</u>	
Total	95	

Breakdown of Pending Business*

		<u>Dollar Value (Est)</u>
A. With Action: Pending bids, clearance etc.		
1. Held less than 30 days	138	\$40,518.48
2. Held more than 30 days	8	<u>1,050.00</u>
Total	146	\$41,568.48
 B. Without Action:		
1. Held less than 30 days	106	\$34,396.00
2. Held more than 30 dyas	---	<u>-----</u>
Total	106	\$34,396.00
 C. Total Business Pending	252	\$75,964.48

*Details for each Purchasing Agent are in Purchase Section

Total Overtime: 14 Hours

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